

Flexible Working Policy and Procedure

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1. Aims

We believe that flexible working can increase staff motivation, promote work-life balance, enrich employee wellbeing and improve performance and productivity.

This policy sets out our approach to flexible working requests under the statutory procedure.

2. Scope

All employees who have a minimum of 26 weeks' continuous service have the statutory right to request flexible working. Under the statutory procedure, you can make one request in every 12-month period.

However, we recognise the importance of providing flexible working for all employees. Therefore, if you are not eligible to make a formal request for flexible working under the statutory procedure, you may submit an informal request and we will consider this on an informal basis.

3. Vision and Values

Our vision is for a prosperous and sustainable Cambridgeshire and Peterborough. Driven by our values and using our collective voice and strengths, we seek inclusive good growth for an equitable resilient, healthier and connected region.

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Our values define what is important in the way we deliver this vision. At Cambridgeshire and Peterborough Combined Authority our core values are Collaboration, Integrity, Vision, Innovation and Leadership. We are committed to ensuring our culture enables our employees to display these values regardless of their roles within the organisation. Managers and employees alike must ensure our core values are upheld when implementing this policy.

4. Types of flexible working

Examples of flexible working include:

- moving to hybrid working (sometimes referred to as "blended working" or "agile working"), which allows you to split your time between attending the workplace and working remotely [see our separate Policy for];
- reducing the number of hours that you are working;
- changing your start and finish times;
- compressing your working hours into fewer days (for example moving to a nine-day fortnight); and
- working flexitime.

5. Hybrid/Agile working

We have a separate Policy, which sets out our approach to hybrid working. Hybrid working is already available across the organisation.

6. Making a request for flexible working

All requests must be made in emailing a copy of a completed form for submitting a flexible working request, which is available via the HR Hub. This should be submitted to your line manager, with the HR Team copied in.

Any request made under this policy must include:

- the date of the application;
- the changes that you are seeking to your terms and conditions of employment;
- the date on which you would like the terms and conditions to come into effect;
- what effect you think the requested change would have on our organisation;
- how, in your opinion, any such effect might be dealt with;
- a statement that this is a statutory request;
- whether or not you have made a previous application for flexible working; and
- if you have made a previous request, when you made that application.

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Where a request for flexible working does not contain all the required information, you will be asked to resubmit your request with the necessary additional information. Requests that are incomplete or contain errors will not be automatically rejected.

7. Timescales

Once you submit your flexible working request, it will be dealt with as soon as possible. However, all requests will be dealt with within three months, from receipt of the request to notification of any appeal decision.

The timescales within this policy may be extended where this is mutually agreed.

If you fail to attend a meeting to discuss your flexible working request, including an appeal meeting, and then fail to attend a rearranged meeting without good reason, your application will be deemed to have been withdrawn.

8. Meeting to discuss a flexible working request

Your line manager will usually arrange a meeting to discuss your request. The aim of the meeting is to find out more about your proposed working arrangements and how they could be of benefit to both you and the organisation.

Your line manager should aim to hold the meeting to discuss your request within 10 business days of receiving it. Exceptional circumstances where this deadline may be extended include where either party has annual leave or sickness absence. This will be communicated to the individual which includes a new deadline.

Where a request can, without further discussion, be approved in the terms set out in your written application, a meeting will not be necessary.

Considering your request

After the meeting, your line manager will consider your proposed flexible working arrangements carefully, weighing up:

- the potential benefits to both you and the organisation; and
- any adverse impact of implementing the changes.

Each request will be considered on a case-by-case basis - agreeing to one request will not set a precedent or create the right for another employee to be granted a similar change to their working patterns.

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9. Notifying you of the decision

Your line manager should aim to notify you of the decision as soon as possible and no later than 14 days after the meeting.

Your request may be granted in full or in part. For example:

- we may propose a modified version of your request;
- your request may be granted on a temporary basis; or
- you may be asked to try the flexible working arrangement for a trial period.

Reasons for rejecting a request

Your request for flexible working will be rejected only because of:

- the burden of additional costs;
- an inability to reorganise work among existing staff;
- an inability to recruit additional staff;
- a detrimental impact on quality;
- a detrimental impact on performance;
- a detrimental effect on ability to meet customer demand;
- insufficient work for the periods the employee proposes to work; and
- a planned structural change to the business.

Your request will not be rejected for any other reason.

10. Your right to appeal

You have the right to appeal if your request for flexible working is rejected or only agreed in part in accordance with the Appeals Policy and Appeals Procedure.

11. Flexible working requests that are granted

If your request is upheld, you and your line manager should discuss how and when the changes will take effect.

Any changes to your terms and conditions of employment, whether permanent or temporary, will be put in writing and sent to you as an amendment to your contract of employment.

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Governance: Flexible Working Policy and Procedure

References:
 Appeals Policy and Procedure
 Agile Working Policy

Issue date:	2023
Version number:	1
Review due date:	2026
<u>Document Control Sheet</u>	
Purpose of document:	This policy is designed to ensure that there is a consistent approach towards flexible working requests across the Organisation.
Type of document:	Policy and Procedure
Document checked by Legal	No
If applicable, has an initial Equality Impact Assessment (EIA) been completed?	Yes
Document lead and author:	The HR Team
Dissemination:	
What other documents should this be read in conjunction with:	Documents listed in the Procedure
Who will review the document (job title):	The HR Team
Why is this document being reviewed?	Review of existing Policies and Procedures
Mandatory Read	No

Revisions

Version No.	Page/ Paragraph No.	Description of amendment	Date approved